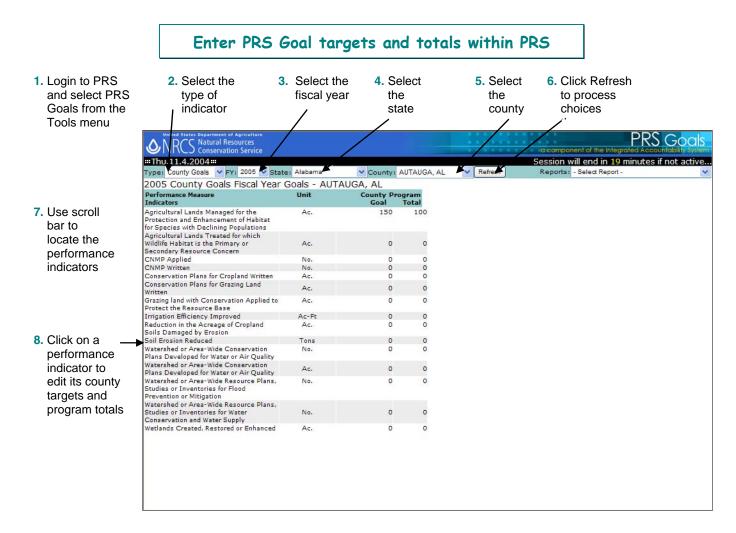


### **PRS Goals**

### Accessing PRS Goals

**Note:** It may be helpful to review the Overview of Goals Entry and Locking in the <u>PRS Goals Locking</u> <u>Quick Guide</u> for an understanding of the full process.



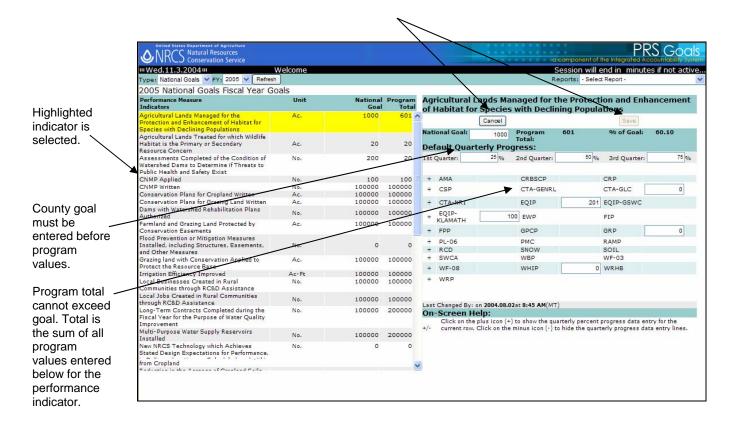
#### **Helpful Hints:**

- You must first log in to PRS and select Tools from the tab menu across the top.
- You must click PRS Goals on the leftside options of the Tools menu.
- In addition to this document, a list of Performance Indicator definitions is available through the PRS Help, PRS Goals Help screen.

## Entering data for a performance indicator

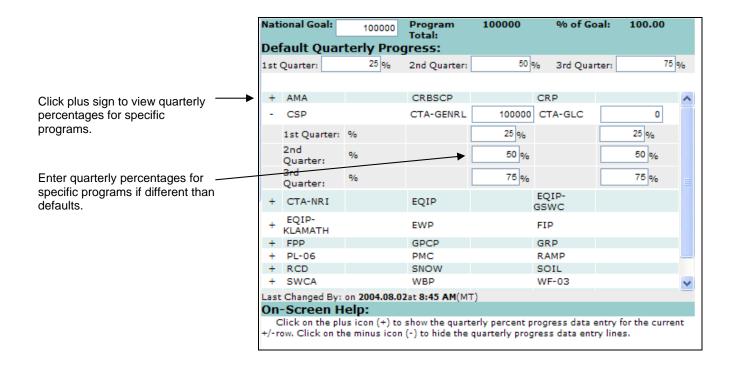
Goals are set by program for each indicator.

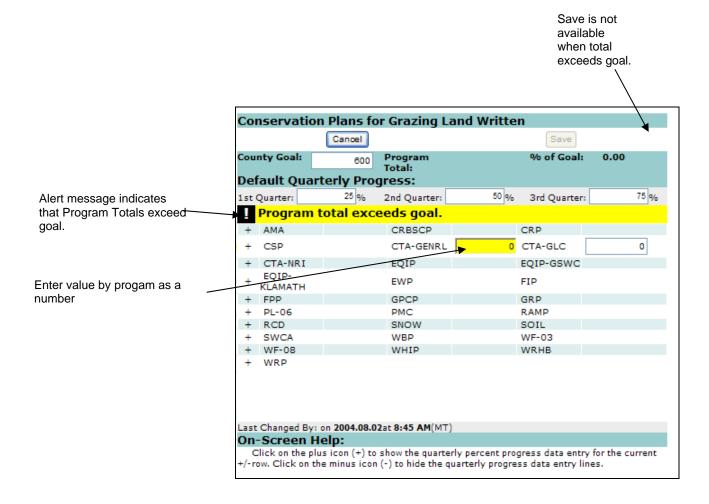
Save is not available until a county goal has been entered.



#### **Helpful Hints:**

- Alert messages appear in black against a yellow background.
  They appear below the County Goal and Quarterly Progress lines
- Onscreen help identifies onscreen icons and shortcut keys.
- The + and signs open edit area for program quarterly percentages.
- Quarterly percentage entries are only possible if County Goal has been entered.
- Percentages are cumulative (for example, 25% at end of first quarter, 50% at end of second quarter). No quarterly percentage can exceed 100%.
- If goals cannot be edited, they may be locked at the level being viewed.

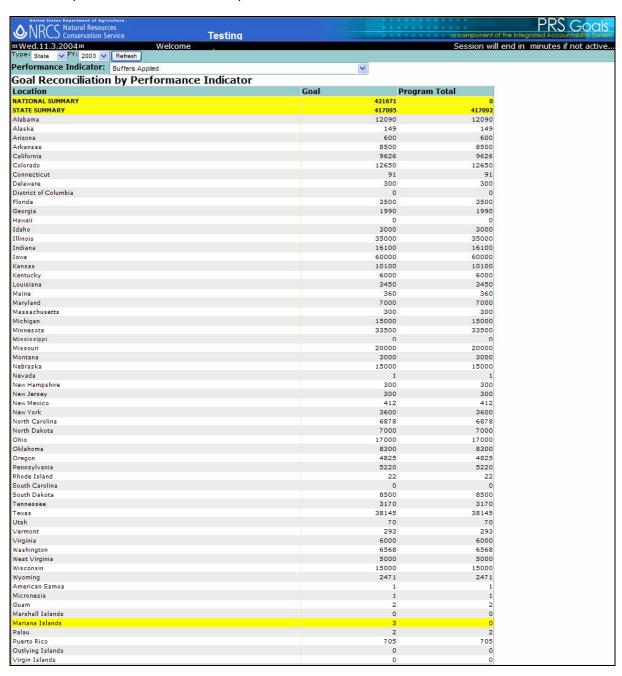




# **Viewing Reports for Performance Goals**

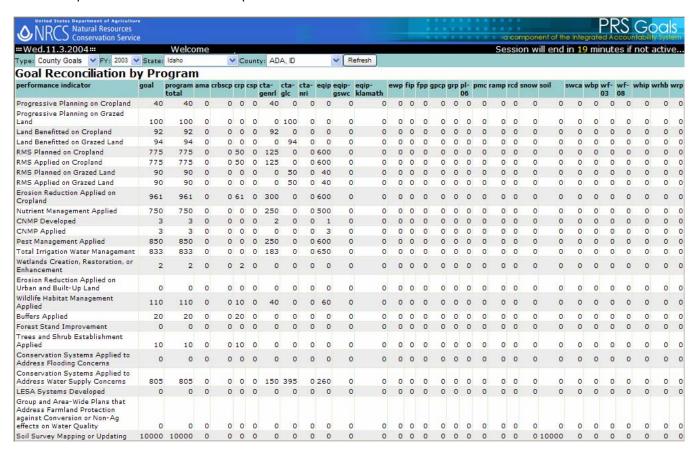
## Goal Reconciliation by Performance Indicator Report

Select the options from the dropdown lists to specify the type, fiscal year, and performance indicator for the report. Click Refresh to report for selections.



### Goal Reconciliation by Program

Select the options from the dropdown lists to specify the type, fiscal year, and performance indicator for the report. Click Refresh to report for selections.



## Goal Reconciliation by Performance Indicator

Select the options from the dropdown lists to specify the type, fiscal year, and performance indicator for the report. Click Refresh to report for selections.

